



DEPARTMENT OF THE NAVY
PERSONNEL SUPPORT ACTIVITY WEST
937 NORTH HARBOR DRIVE
SAN DIEGO, CALIFORNIA 92132-0076

IN REPLY REFER TO:

PERSUPPACTWESTINST 5310.1E
Code N1CP

AUG 30 2002

PERSUPPACT WEST INSTRUCTION 5310.1E

Subj: POSITION MANAGEMENT PROGRAM

Ref: (a) CINCPACFLTINST 5310.5C
(b) PERSUPPACTWESTINST 12430.2B

Encl: (1) Position Management Action Request Worksheet
(PSASD Form 5310/1)

1. Purpose. To promulgate Position Management (PM) Program requirements for Personnel Support Activity (PSA) West and subordinate Personnel Support Activity Detachments (PSD).

2. Cancellation. PERSUPPACTWESTINST 5310.1D

3. Background. Reference (a) requires Pacific Fleet commands to establish a position management program designed to ensure all elements and positions of the organization are properly and economically structured for the efficient use of manpower and mission accomplishment. Reference (a) further requires the designation of a Position Management Officer (PMO) and an appropriate staff to assist in carrying position management responsibilities.

4. Delegation. The Executive Officer is designated as PSA West Position Management Officer. The Position Management Board (PMB) shall consist of the following individuals:

- a. Executive Officer - Chairman
- b. Budget Officer (Code N8)
- c. Administrative Officer (Code N1)
- d. Civilian Personnel Management Assistant (Code N1CP)
- e. PSD Officers in Charge/Staff Department Heads when deemed necessary by PMO for positions under their control.
- f. Representative of the Human Resources Office (HRO), FISC, San Diego, when deemed necessary by PMO to resolve controversial issues before the Board. Acts in advisory capacity only.

5. Policy. It is PSA West policy that work organization and staffing structure form a sound and economical organization for the most efficient accomplishment of mission. Each proposal to establish, disestablish, change, or fill a position must be closely examined prior to being acted upon. To further this policy the following guidelines shall be adhered to:

- a. Major Detachment/Staff organizational changes or major duties may not be implemented/reassigned without prior review and approval of the PMO.

b. Authority to recommend the establishment, disestablishment, or change in positions is limited to PSD Officers in Charge/Staff Department Heads. The PMO/PMB will be the final approval authority in all cases.

c. Assistant positions are limited to those military officer billets/civilian positions designated as Assistant Officers in Charge. Deputy positions are limited to those military/civilian positions designated in writing to disburse government funds. No other assistant or deputy positions are authorized.

d. Excessive supervisory layering shall be avoided. In no instance should a civilian employee, designated in their position description as a supervisor, share supervisory responsibilities with a military member. To do so is considered misuse of assets and contrary to good position management practices.

6. Action

a. Executive Officer/PMO

(1) Convene the PM Board at least quarterly and at such other times as required.

(2) Commence the triennial PM review required by reference (a) on 01 April of each review year, promulgating review schedule and responsibilities.

(3) Review and take final action on all proposed civilian personnel actions submitted by officers in charge/staff department heads.

b. Civilian Personnel Management Assistant (Code N1CP)

(1) Act as liaison between PMO and servicing HRO on position management matters.

(2) Prepare and submit Request for Personnel Action, SF-52, on all approved personnel actions.

(3) Advise PSD Officers in Charge/Staff Department Heads on civilian personnel management matters.

(4) Maintain master file of all current position descriptions in network.

(5) Maintain all records of each triennial review as a permanent part of PM files for review by Immediate Superior in Command during command inspections.

(6) Apprise PSA West Code N8 of all civilian personnel actions approved by PMO.

c. Budget Officer

(1) Maintain up-to-date information on all civilian employees, including current series/grade/step and date of most recent pay action, and provide pay information to the PMO/PMB on an as needed basis.

(2) Advise the PMO immediately whenever manpower requirements will exceed existing Full Time Equivalent (FTE) budget. Provide alternatives or possible solutions to reduce compensation costs.

d. PSD Officers in Charge/Staff Department Heads

(1) Submit requests for PM Board action, utilizing enclosure (1).

(2) Review all Detachment PDs for accuracy in conjunction with the annual Performance Appraisal cycle and submit PD updates/changes to PSA West (Code N1CP) for PM Board or other action as deemed appropriate per reference (b).

(3) Attend PM Board meetings affecting their detachment/department when invited by the PMO to do so.

(4) Participate in the triennial PM review, providing documentation and assistance as directed.

e. Human Resources Office, FISC, San Diego

(1) Provide technical advice and assistance in position management matters.

(2) Provide representative to PM Board meetings when requested to do so by PMO.

(3) Provide guidance and assistance during the triennial review.

7. Reports and Forms. The Civilian Personnel Management Assistant (Code N1CP) is responsible for coordinating and preparing all reports in connection with the Position Management Program. Enclosure (1) may be locally reproduced.


CAROLINE B. KONCZEY

Distribution:
PERSUPPACTWESTINST 5216.1K, List II

Copy to:
CINCPACFLT (Code N1CP)
HRO, FISC, San Diego

POSITION MANAGEMENT ACTION REQUEST WORKSHEET

(This information requested below is to be filled out by the Detachment
or Staff Department requesting a Position Management Action)

FROM: _____

TO: POSITION MANAGEMENT OFFICER

ACTION REQUESTED: _____

PD REWRITE _____ NEW PD _____ RECRUITMENT _____ REORGANIZATION _____ OTHER (SPECIFY) _____

ACTION WILL RESULT IN: IMPROVED MANPOWER UTILIZATION _____ TANGIBLE SAVINGS _____ NO CHANGE _____

MATERIAL & EQUIPMENT SAVINGS _____ OTHER (EXPLAIN) _____

I hereby certify that the items listed below have been reviewed for requested action.

Copy of proposed PD and Organization Chart (if appropriate) attached:	YES	NO	NA	SIGNATURE (OFFICER IN CHARGE/STAFF DEPARTMENT HEAD)	YES	NO	NA
ITEM 1. Is the work of the position a current requirement in the accomplishment of the activity's mission and of such priority that it cannot be cancelled, curtailed.				ITEM 6. Is the position designed to add to the staffing structure, one which recognize human factors, motivates, offers challenge, variety, and responsibility to attract, hold, and build employees?			
2. Can the work be eliminated or diminished by elimination of procedures or by use of existing or new equipment without seriously impairing the accomplishment of the mission.				7. Will the position represent excessive supervisory layering? (If this will be a full time deputy of line assistant position, is it fully justified?)			
3. Can the work be assigned to other positions, in whole or in part, without sacrificing other essential work tasks?				8. How many personnel will this position supervise?			
4. Is the position clearly in the line of command? Is there a clear recording of work assignments and job to job relationships without unjustified overlap, conflict, or ambiguity?				9. Who supervises the position?			
5. Is the alignment of the positions(s) within the activity sensible in terms of work relationships, Work flow, and procedures? Will there be ease of communications up and down?				10. Will establishment or retention of the position cause the detachment or department to increase its supervisory to nonsupervisory ratio?			
				11. If supervisory, does the PD/Appraisal contain EEO responsibilities as a critical element?			
				12. If supervisory, should there be any position Management responsibilities applied to the PD applied to the PD/appraisal?			
				13. If requesting recruitment for an existing PD, is the PD accurate and up to date?			

ADMINISTRATIVE INFORMATION:

 PD Title _____ PD # _____
 GS Series/Level _____ Incumbent _____
 IF RECRUITING, DATE POSITION VACATED _____
 IF RECRUITING, GEOGRAPHIC AREA OF CONSIDERATION _____

ADDITIONAL COMMENTS: _____